

## Criteria for Certified Forest Stewardship Plan Writers

- Must have at least a four-year college degree in forestry or an applicable area of natural resource management.

- OR -

A two-year degree in forestry or an applicable area of natural resource management with two years of documented qualifying experience.

NOTE: Equivalent combinations of education and experience, which can be shown to provide the necessary knowledge, skills, and abilities, will be evaluated on an individual basis.

- Must submit a resume with education and experience to the Forest Stewardship Coordinator.
- Work on non-industrial private forest lands or forest management/conservation plan development is desirable but not required.
- Must attend the Stewardship Plan Writers Certification Training session.
- Must sign a written Memorandum of Understanding with the Department of Natural Resources, Forest, Mineral and Fire Management Division.

The Forest Stewardship Coordinator will review and approve or disapprove all requests for certification.

## Criteria for Plan Writers to Retain Certification

- Must attend at least one training workshop or seminar each fiscal year (Oct. 1 - Sept. 30). The training should be a minimum of 6 contact hours, directly related to forestry, natural resources, or working with landowners. Workshops must be approved by the Stewardship Coordinator by submitting a copy of the brochure or program description. Based on plans written, the Coordinator may recommend specific training topics. A "Certification for Continuing Education & Training for Certified Plan Writers" form must be submitted to the Stewardship Coordinator following attendance at a workshop or seminar.
- Must provide prompt, professional service to landowners.
- Must inform landowners and the MDNR Service Forester of any delays they foresee in being able to complete their plan within six months.

Individual may be de-certified based on non-compliance with criteria or developing unacceptable plans.

If a plan writer becomes de-certified, the plan writer will be notified in writing and will not be able to sign up any new landowners, although he/she may be allowed to complete any plans in progress.

The decision to de-certify an individual will be made jointly by the Forest Stewardship Coordinator and the local MDNR Service Forester.

A plan writer may become re-certified upon correction of the problem that led to his/her de-certification and with the consensus of the Forest Stewardship Coordinator, and local MDNR Service Forester(s).

## MDNR NONDISCRIMINATION STATEMENT

### Equal Rights for Natural Resource Users

The Michigan Department of Natural Resources (MDNR) provides equal opportunities for employment and access to Michigan's natural resources. Both State and Federal laws prohibit discrimination on the basis of race, color, national origin, religion, disability, age, sex, height, weight or marital status under the Civil Rights Acts of 1964 as amended (MI PA 453 and MI PA 220, Title V of the Rehabilitation Act of 1973 as amended, and the Americans with Disabilities Act). If you believe that you have been discriminated against in any program, activity, or facility, or if you desire additional information, please write:

HUMAN RESOURCES  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30028  
LANSING MI 48909-7528

**Or:** MICHIGAN DEPARTMENT OF CIVIL RIGHTS  
STATE OF MICHIGAN PLAZA BUILDING  
1200 6TH STREET  
DETROIT MI 48226

**Or:** OFFICE FOR DIVERSITY AND CIVIL RIGHTS  
US FISH AND WILDLIFE SERVICE  
4040 NORTH FAIRFAX DRIVE  
ARLINGTON VA 22203

For information or assistance on this publication, contact the MICHIGAN DEPARTMENT OF NATURAL RESOURCES, FOREST, MINERAL AND FIRE MANAGEMENT DIVISION, PO BOX 30452, LANSING MI 48906-4542.

This publication is available in alternative formats upon request.

## **Forest Stewardship Information for Certified Plan Writers**

The Forest Stewardship Program is administered by the Michigan Department of Natural Resources, Forest, Mineral and Fire Management Division and funded by the USDA Forest Service, State and Private Forestry Program.

### **Process for receiving a grant through the Department of Natural Resources (MDNR)**

- Individual must be a certified forest stewardship plan writer. For information contact the Forest Stewardship Coordinator.
- Plan writer has 6 contact hours of training completed for previous fiscal year (Oct. 1 - Sept. 30).
- Plan writer and MDNR enter into a grant agreement.
- The certified plan writer will receive a starting grant for approximately \$1,000, as long as funding is available.
- As landowners are signed up and plans completed, additional grant funds will be assigned to the plan writer in approximately \$1,000 increments (performance based increases) as long as funding is available.
- Grant funds will be assigned to plan writers as they complete plans until all funds are obligated.
- A master sheet of funds obligated and payments made will be maintained by the MDNR so that MDNR Service Foresters and the Stewardship Coordinator can track each grantee's performance and funds available.

### **Master Sheet for Plan Writer Grants**

A master sheet of eligible plans and grant funds for each plan writer will be maintained by the MDNR. Under each plan writer, eligible plans will be listed, as well as the amount of his or her grant. After the starting grant of \$1,000, additional funds will be assigned based on plans completed (if funding is available), not on the number of eligible plans signed up.

For example, a plan writer may sign up 6 plans with cost share totaling \$2,000, but may only have a grant for \$1,000. If he does not complete plans, no additional grant will be assigned until he demonstrates that he is able to complete the existing plans.

A third writer may sign up 20 plans with cost share totaling \$7,000. As he completes plans steadily, he may be assigned an additional grant of \$1,000 or \$2,000 to match his production.

### **Landowner Forest Stewardship Plan Eligibility Application and Invoice (MDNR)**

When the plan writer initially submits this form to the MDNR Service Forester for approval, he or she will review and approve whether the property is eligible for cost share. This approval refers only to land eligibility and cost share for the plan--it does not authorize or obligate funds to this property.

The plan writer submits the completed plan, with proof of landowner's payment to the MDNR Service Forester for review and approval. The Service Forester will approve the plan for cost share payment if the plan is acceptable, and send the invoice to the Forest Stewardship Coordinator for writer's grant to determine if there are grant funds available in his or her grant to cover payment. Funds are released if everything is in order, as determined by the Service Forester and Forest Stewardship Coordinator. The plan writer will be contacted if problems arise.

### **Process for Signing Up Landowners/Forest land**

- Landowner and plan writer enter into a written agreement.
- Landowner and plan writer complete the Michigan Forest Stewardship Assessment Form (MDNR PR 4061).
- Landowner and plan writer complete a Stewardship Plan Eligibility Application and Invoice (MDNR PR 4065-3).
- Plan writer submits the application to MDNR Service Forester for land eligibility approval.
- Plan writer prepares the plan. Information on threatened and endangered species MUST be included in the management plan.
- Landowner signs and accepts plan.
- Landowner pays plan writer (minimum of 50% (as of October 1, 2001) of plan costs).
- Plan writer submits the completed plan, as well as documentation showing the landowner has paid his/her 50% (as of October 1, 2001), to MDNR Service Forester for plan review and approval, as well as cost share payment approval.
- MDNR Service Forester reviews, approves or disapproves the plan (note: plans will not be approved for payment if there are outstanding threatened and endangered species issues).

- If the plan is approved, the plan writer is reimbursed in accordance with guidelines. MDNR will send the payment directly to the plan writer.
- If the plan writer is not eligible for reimbursement, he or she, and the landowner will be advised.

If you have any questions please contact the Michigan Department of Natural Resources, Forest Management Division, Service Foresters at:

Location	Service Forester	Telephone Number
Baraga	Mr. Byron Sailor	(906) 353-6651
Esanaba	Mr. Ernie Houghton	(906) 786-2351
Newberry	Mr. Bob DeVillez	(906) 293-5131
Indian River	Mr. Tom Stone	(231) 238-4282
Cadillac	Mr. Steve Kalisz	(231) 775-9727
Lansing	Mr. David Neumann	(517) 241-9054
Lansing	Ms. Kathie Arney, <b>Stewardship Coordinator</b>	(517) 241-9051

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